



System Training and Response (STaR) Team – SAIS Information Series

Understanding the SDADMS75 Report

This document is intended to provide information regarding the content and suggested uses of the Student Detail Average Daily Membership System 75 report that is available to registered users in the school level download area of the Student Detail Data Interchange accessible at <https://www.ade.az.gov/CommonLogon>

SDADMS75 – Aggregated data

The SDADMS75 report displays the result of the most recent aggregation for Average Daily Membership (ADM) and Average Daily Attendance (ADA) for each student in a particular grade level within a school by reporting period. The 75 is updated only after aggregation has been completed and therefore may not include the results of recent transactions processed in SAIS.

Accessing the 75

1. Registered users login with a valid username and password on the Arizona Department of Education's Common Logon page at <https://www.ade.az.gov/CommonLogon>
2. Click on *Student Detail Data Interchange* (SDDI)
3. Select the school for which you wish to download a 75 report from the dropdown menu on the SDDI home page.
4. Click on *Download Area*
5. Verify or enter the fiscal year for which you wish to download a 75 report.
6. Click on *SDADMS75 Adjusted Student ADM Report*
7. Select the appropriate format. Choose from Portable Document Format, XML or Simple Text.

Note: We normally recommend using Portable Document Format (PDF) to view the 75 report which requires the use of Adobe Acrobat Reader. A free version of Acrobat Reader is available for download at <http://www.adobe.com>

8. Select the grade level for which you wish to download a 75 report from the dropdown menu.
9. Click on *Go*
10. Determine if the report is to be saved and if so, where it will be saved, or open the report for viewing and/or printing.

Purpose of the 75

The SDADMS75 provides the user the opportunity to view the results of the most recent aggregation of membership and absence data resident in SAIS at the time the aggregation process was initiated by ADE. Simply stated, the 75 shows the result of calculations performed by ADE to determine the total number of membership and absence days, adjusted for concurrent enrollments when applicable, for each student. The report displays membership and absence days totaled by reporting period (40th Day, days 1-40 and 100th Day, days 41-100) for each individual student membership and for all memberships within a particular register at each grade level. Membership and absence day totals are then “pushed” or transferred to the School Finance Student Counts System and become the basis for the portion of state aid associated with ADM and ADA.

To ensure proper funding, Local Educational Agencies are advised to verify that the SDADMS75 report lists complete and accurate information for all students who are believed to be eligible for membership funding.

Before students can be listed on the 75 report, they must be listed on the SDADMS72 report with raw data indicating that they are eligible for funding. For example, a tuition payer code other than {1} would indicate that the student's membership is either privately paid or the student is a foreign exchange student. Such students are ineligible for funding and are excluded from the SDADMS75 report. Also, each student's membership records are scrutinized through an integrity checking process. Student's whose records are failing in integrity processing for membership at the time of the aggregation are excluded from the 75 report.

Please see “*Reconciling SDADMS72 and 75 Reports with Student Rosters*” which is available for download as part of the *SAIS Information Series* at <http://www.ade.az.gov/schoolfinance/star> for additional details.

SDADMS 75 Field Descriptions

Please reference the example SDADMS75 report included with this document or an actual 75 report to see the fields described in this section.

- **Print Date:**

The date and time the report was downloaded from Student Detail Data Interchange (SDDI).

Notes:

1. *The 75 report is updated as a result of aggregation and is therefore not a “real-time” report. The information displayed in the report is compiled on the aggregation date listed. (see aggregation start/end date below)*
2. *If the report happens to be downloaded while aggregation is running, only students whose records have been completely processed will be listed.*
3. *The 75 report is not available until all 4 and 5 day calendar tracks within a district or charter reach the 40th day of instruction*

- **Requesting District ID:**

County, Type and District (CTD) number of the district requesting the report.

- **Requesting District Name:**

Self explanatory.

- **School Name:**

Self explanatory.

- **School CTDS:**

County, Type, District and School number of the school for which the report pertains.

- **DOR CTDS**

CTD number of the district or charter that will receive funding for the memberships listed in this portion of the report. *A new report page is started for each different funded district or charter..*

- **DOR Name**

Name of the district or charter that will receive funding for the memberships listed in this portion of the report. *A new report page is started for each different funded district or charter.*

- **Grade**

Self explanatory.

- **Register ID**

Four digit identifier allocated by the district or charter for the attendance reporting unit to which a student is assigned by this school. An example of a reporting unit might be the grade level within a school or a classroom within a grade level. *A new report page is started for each different Register ID.*

- **Period**

Reporting period. Either 40th (days 1-40) or 100th (days 41-100).

- **Aggregation Start Date**

Date ADE began the most recent aggregation process.

- **Aggregation End Date**

Date the aggregation process was completed.

- **SAIS Student ID**

ADE generated student identifier.

- **School Student ID**

School generated student identifier.

- **Name**

Since early 2003, broken out into three fields. Last Name, First Name, Nick Name.

- **First Day of Membership**

The day the membership started. Membership begins on the date the student first received instruction in the particular membership period.

Notes:

1. *Each membership period is listed separately. (i.e. students who enroll, withdraw and then are readmitted, track change, change in FTE)*
2. *For purposes of aggregation, a new membership period is shown for each student who is enrolled on the first day of the second reporting period (day 41).*

- **Last Day of Membership**

This date reflects the last day of the reporting period (day 40 or day 100), the student's reported withdrawal date, or the ADE adjusted withdrawal date due to concurrent enrollment.

- **Track Num**

Track number for the student. Pertains to the school's option to operate up to four different calendar tracks. Students may have concurrent or sequential enrollments in multiple tracks; however, total average daily membership for any one student may not exceed legal limits.

- **FTE**

The full-time equivalency of the student's participation in the school.

Note: *Any adjustments to FTE made by ADE, due to concurrent enrollments will appear on the SDAMS75. For example: If a student is enrolled with an FTE of 1.00 in both a charter school and a public non-charter school, ADE will adjust FTE proportionally during the current portion of the membership to reflect allowed values for each entity.*

• Tuition Payer

Simply stated, a {1} in this column indicates that the state is responsible for funding the membership. Students who have been reported with any other tuition payer code will not be listed on the 75 as submitting tuition payer codes of {2} (privately paid) or {3} (foreign exchange) indicates that the state is not responsible for funding the membership.

• Special Enrollment

Special enrollment status is indicated with one of three codes. {1} CEC-A, {2} CEC-B, {3} Open Enrollment. If the student does not have a special enrollment, N/A (not applicable) will show in this column of the report.

Notes:

1. *Special enrollment categories describe specific circumstances applicable to students who reside outside of the boundaries of the school district in which they attend school. Therefore, special enrollment codes are not applicable to charter schools. N/A (not applicable) should be displayed in this column for all students who attend charter schools.*
2. *Special enrollment codes do not apply for most Arizona public school students. Great care should be taken that special enrollment categories are reported only as appropriate.*

• HB

Homebound – Yes, indicates that the student has been reported as having a need to receive home instruction. No, indicates that the student receives instruction at school.

• Membership Days

The total number of membership days calculated for each membership for the reporting period (40th or 100th). *Number of days enrolled multiplied by FTE.*

• Reported Attendance

The total number of absence days calculated for each membership for the reporting period (40th or 100th).

Note: See **Inside SAIS**, Volume 1, Issue 2 at <http://www.ade.az.gov/sais> for information on how ADE calculates absences when attendance is submitted.

• ADM

The Average Daily Membership calculated for each individual membership during the reporting period.

Membership days divided by the number of days in the period (40 for 40th day, 60 for 100th day).

• ADA

The Average Daily Attendance calculated for each individual membership during the reporting period.

Membership days, minus absences, divided by the number of days in the period (40 for 40th day, 60 for 100th day).

• Totals

(found on the last page for each register ID number)

- ◊ The total number of membership days for all memberships listed for a register.
- ◊ The total number of absence days for all memberships listed for a register.
- ◊ The total average daily membership for all memberships listed for a register.
- ◊ The total average daily attendance for all memberships listed for a register.

Note: Totals for ADM and ADA are calculated for purposes of this report by adding values for each membership which are figured to only two decimal places. As such, these totaled values may not match those found in School Finance Student Counts reports (i.e. 45-1) which are computed by taking total membership days and dividing by the number of days in the reporting period and are figured to four decimal places.

• Codes

A legend describing the values that are shown in this column is included on the last page of an actual SDAMS75 report and at the bottom of the example 75 included with this document. If the student has no applicable codes (notes), N/A will appear in this column.

Notes:

1. *Memberships that were failing in integrity processing for 40th day or 100th day average daily membership (as applicable) at the time of the aggregation are not listed on the 75 report. Code values 4a and b and 5 a,b, and c on the 75 indicate that transactions submitted since the last aggregation have either not been processed in integrity (5) or have failed in integrity processing (4). If another aggregation occurs before these issues are addressed such students will be excluded from the resulting 75 report.*
2. *When only a code value of 4c is displayed, this indicates that the membership is failing in integrity for end-of-year processing. Such memberships are not considered to be ineligible for funding and are therefore listed on the 75.*

Requesting District ID: 00-02-98

Requesting District Name: XYZ Unified School District

School Name: XYZ Elementary School

School CTDS: 00-02-98-001

Grade: 5

DOR CTDS DOR Name
00-02-98 XYZ Unified School District

Grade	Register ID	Period	Aggregation Start Date	Aggregation End Date
5	0005	40th	11/01/2003	11/01/2003

SAIS Student ID	School Student ID	Name	First Day of Membership	Last Day of Membership	Track Num	FTE	Tuition Payer	Special Enroll	HB	Memb Days	Abs Days	ADM	ADA	Codes
1234567	5555	Duck, Donald	08/11/2003	10/06/2003	1	1.00	1	N/A	No	40.00	4.00	1.00	0.90	N/A
2345671	5432	Mouse, Mickey	08/11/2003	10/06/2002	1	1.00	1	N/A	No	40.00	0.00	1.00	1.00	N/A
3456712	4321	Mouse, Minnie	09/23/2003	10/06/2003	1	1.00	1	N/A	No	10.00	0.50	0.25	0.24	N/A
Totals:											90.00	4.50	2.25	2.14

The ADM and ADA figures here are based on the aggregated data for each individual membership. They have been adjusted for concurrent enrollments.

Notes:

- 1 Student has a concurrent enrollment during all or part of this membership in another grade, track, or register in this school.
- 2 Student has a concurrent enrollment during all or part of this membership in another school in this district.
- 3 Student has a concurrent enrollment during all or part of this membership in another school in another district/JTED/charter.
- 4 This membership failed integrity processing and was not included in the calculations for ADM and ADA.
 - a. Integrity failed during the 40th day reporting period.
 - b. Integrity failed during the 100th day reporting period.
 - c. Integrity failed for the reporting period after 100th day.
- 5 Integrity has not been run since the last student data change.
 - a. Integrity has not been run for the 40th day reporting period.
 - b. Integrity has not been run for the 100th day reporting period.
 - c. Integrity has not been run for the 101st day trough End of Year reporting period.